

Managing your User Profile

Your JIRA user profile is where you specify your JIRA settings (e.g. your email address, and the format in which you would like to receive email notifications). It also contains useful links to a number of personalised reports.

To view your JIRA user profile:

- Choose **your user name** at top right of the screen, then choose **Profile**.

Profile: Wayne McCluskey

Tools

Summary

Test Sessions

Summary

Details

Avatar:

Username: wthompson

Administration: Administer User

Full Name: Wayne McCluskey

Email: wmcluskley@freedom.com.au

Password: Change Password

Groups: administrators, balsamiq-mockups-editors, developers, jira-developers, jira-users, site-admins, users

Project Roles: View Project Roles

Preferences

Page Size: 50

Email Type: HTML

Language: English (United States) [Default]

Time Zone: JIRA default (GMT+00:00) UTC

My Changes: Do not notify me

Activity Stream

Filters

Today

Wayne McCluskey changed the Assignee to 'beardy' on HEL-1 - Add users to project

Wayne McCluskey changed the Assignee to 'Wayne McCluskey' on HEL-1 - Add users to project

Wayne McCluskey created HEL-1 - Add users to project

For this project to succeed we need minions.

Wayne McCluskey added Helios Home

Welcome to your new space!

Confluence spaces are great for sharing content and news with your team. This is your home

Read more

Wayne McCluskey added space Helios

Yesterday

On this page:

- Using the Summary link
- Using the Tools menu

Related topics:

- Customizing the Dashboard
- Saving Searches ('Issue Filters')

Using the Summary link

The **Summary** page shows your personal details registered in JIRA, your personal JIRA preferences, the number of open issues assigned to you by project and a list of your recent activity.

Details

In the **Details** section on the **Summary** page, you can do the following:

- Click the **edit** icon



at the top-right of the section to open the **Edit Profile** dialog box. From here, you can edit the following details:

- **Full Name** – your display-name – that is, the name by which you are known in JIRA.
 - **Email** – the email address to which your JIRA notifications will be sent.
 - **Password** – you are required to enter your password to save changes to your **Full Name** and **Email** address.
 - Click the **Update** button to save your changes.
- Click the **Avatar** icon



to add an avatar to your user profile.

i If you have already added a user avatar to your JIRA profile, that (current) avatar will appear instead of icon above. Clicking your current avatar allows you to change it.

- Click the **Administer User** link to view or edit your [user details](#) in JIRA's administration area.
 - i** This option is only available to if you are a **JIRA Administrator** .
- Click the **email address** to send an email to that address via your registered email client application.
- Click the **Change Password** link to [change your JIRA password](#).
- Click the **Clear All Tokens** link to clear your 'Remember my login' tokens. This feature is useful if you have accessed JIRA in a public environment, selected the **Remember by login...** check box before logging in, but you may have forgotten to log out and do not wish others to access JIRA through your account. See [Clearing 'Remember my login' Tokens](#) for more information.
- Click the **View Project Roles** link to view or edit that [user's project roles](#) in JIRA's administration area.
 - i** This option is only available to users who are **JIRA Administrators**.

Note

If your JIRA administrator has configured the user directory containing your account with external password management, the **Edit Profile** and **Change Password** links may not be available.

Preferences

In the **Preferences** section on the **Summary** page, you can do the following:

- Click the **edit** icon



at the top-right of the section to open the **Updated User Preferences** dialog box:

Update User Preferences

Page Size *
 Number of Issues displayed per Issue Navigator page

Email Type
 Outgoing email format

Language
 Your preferred language

Time Zone

 The time zone used when showing date time information.


My Changes
 Whether to email notifications of any changes you make.

Sharing
 Whether to share Filters & Dashboards by default.

Keyboard shortcuts
 Whether all keyboard shortcuts will work.

Autowatch
 Issues that you create or comment on will automatically be watched for future changes.

- From here, you can edit the following details:
 - **Page Size** – The number of issues displayed on each Issue Navigator page. This field is mandatory and the default value is 50.
 - **Email Type** – The format (text or HTML) in which JIRA sends its outgoing email notifications.
 - **Language** – Your preferred [language](#).
 - **Time Zone** – Your preferred [time zone](#).
 - **My Changes** – Choose between making JIRA send you email notifications about issue updates made by either both you and other people (**Notify me**) or other people only (i.e. **Do not notify me**).
 - **Filter & Dashboard Sharing / Sharing (in dialog box)** – Choose the default 'sharing' setting for when you create new filters and dashboards, which can be either shared with all other users (**Public**) or restricted to your viewing only (**Private**).
 - **Keyboard Shortcuts** – Choose between making JIRA's [Keyboard Shortcuts feature](#) either **Enabled** or **Disabled**.
 - **Autowatch** – Choose between allowing JIRA to automatically make you a [watcher](#) of any issues that you create or comment on.
- Click **View Navigator Columns** to choose which fields appear in your [Issue Navigator](#).

 **Tip:** The global defaults for most of the user preferences above can be set by your JIRA administrator (**Administration > User Preferences**). Your preferences will override the global preferences, but if you haven't explicitly changed any settings they will be inherited from the global settings.



Assigned Open Issues per Project


In the **Assigned Open Issues per project** section on the **Summary** page, you can do the following:

- Click the name of the project (on the left) to display issues.
- Click the number of open issues (on the right) to [display the Issue Navigator](#), which shows your list of open issues associated with the project on the left.

Activity Stream

In the **Activity Stream** on the right of the **Summary** page, you can:

- Click any item to jump to an issue or other activity in which you have recently participated. Your Activity Stream can include:
 - Issues in your local JIRA Server system
 - Issues in another JIRA Server system, provided your administrator has configured a [two-way Application Link](#) ().
 - As long as you reference the corresponding issue key when using another Atlassian application, activities are displayed, such as:
 - document updates (from Confluence)
 - code commits (from FishEye)
 - code reviews (from Crucible)
 - builds (from Bamboo)
-  Note that this requires your administrator to configure a [two-way Application Link](#), unless you are using Atlassian OnDemand.
- Activity from remote applications. Your administrator will need to set this up via the [REST API](#) or the [provider plugin API](#), or locally via [Java](#) ().
- Click the RSS icon  to generate an RSS feed of information that is relevant to you.
- Click the cog drop-down to refresh the displayed Activity Stream.

 The Activity Stream is also available as a [gadget](#).

Filters

Click the **Filters** menu at the top of the **Summary** page. From this menu you can:

- Click **Assigned** to list all issues that are assigned to you, irrespective of their current [status](#).
- Click **Assigned & Open** to list the issues that are assigned to you and are unresolved.
- Click **Assigned & In Progress** to list the issues that are assigned to you and whose current status is **In Progress**.
- Click **Reported** to list the issues that were [created](#) by you, irrespective of their current [status](#).
- Click **Reported & Open** to list the issues that were [created](#) by you and are unresolved.
- Click **Voted** to view the list of issues for which you have [voted](#), irrespective of their current [status](#).
- Click **Voted & Open** to view the list of issues for which you have [voted](#) and are unresolved.
- Click **Watched** to view the list of issues that you are [watching](#), irrespective of their current [status](#).
- Click **Watched & Open** to view the list of issues that you are [watching](#) and are unresolved.

Using the Tools menu

Click the **'Tools'** menu in the top right to open it. From this menu you can click **View OAuth Access Tokens** to view and edit your [OAuth Tokens](#).